

*Chela Hinson*  
AN ORDINANCE BY

*John A. Moore*  
COUNCILMEMBER ELLICIA MOORE

*08-0821*  
**AN ORDINANCE TO AMEND ARTICLE IX, SECTION 2-912 OF THE  
CODE OF ORDINANCES OF THE CITY OF ATLANTA GEORGIA  
(ENTITLED "PROCEDURES FOR MAKING PAYMENTS BY CITY") TO  
ESTABLISH A PROCEDURE FOR MAKING PAYMENTS IN  
VIOLATION OF THE PROCUREMENT CODE**

**WHEREAS**, Section 2-912 of the City of Atlanta Code of Ordinances establishes the modes of making payments by the City, and;

**WHEREAS**, the Finance Department is currently experiencing difficulty in paying invoices presented on behalf of the city because a purchase order was not obtained before the goods or services were procured, and;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, AS FOLLOWS:**

**Section 1:** Section 2-912 currently provides:

The mode of making payments by the city shall be as follows:

- (1) The departments for which purchases of supplies, services, construction, professional or consultant services of all kinds have been made shall report to the chief financial officer on an official form provided therefore which shall have thereon a form for the chief financial officer's approval for the payment of same.
- (2) The director, bureau of purchasing and real estate shall send to the chief financial officer a copy of all orders issued by the director for supplies, services, construction, professional or consultant services.
- (3) The vouchers shall be prepared in the chief financial officer's office with the original invoice, the report of the head of the department and the copy of the purchase order attached, after which the auditor in the chief financial officer's office shall audit the vouchers and they shall be approved for payment by the chief financial officer.
- (4) All city departments, bureaus, agencies and offices shall properly prepare and submit all required payment authorization documents to the department of finance, accounts payable division not later than five business days after satisfactory receipt of supplies, services, construction and professional or consultant services.
- (5) Vouchers issued in payment of payrolls shall be supported by payrolls prepared by the respective departments certified to by the head of the department. The mayor and chief financial officer are hereby authorized to sign checks and bank transfers by the means of affixing a facsimile signature thereon with a machine.
- (6) Checks so drawn shall carry the number, date and amount as reflected by the register maintained therefore and shall be delivered to parties at interest. The chief financial officer shall then be authorized to pay any such check.

(Code 1977, § 7-3020)

**Is hereby amended by inserting a new item (4) so that when amended said section shall provide as follows**

- (1) The departments for which purchases of supplies, services, construction, professional or consultant services of all kinds have been made shall report to the chief financial officer on an official form provided therefore which shall have thereon a form for the chief financial officer's approval for the payment of same.
- (2) The director, bureau of purchasing and real estate shall send to the chief financial officer a copy of all orders issued by the director for supplies, services, construction, professional or consultant services.
- (3) The vouchers shall be prepared in the chief financial officer's office with the original invoice, the report of the head of the department and the copy of the purchase order attached, after which the auditor in the chief financial officer's office shall audit the vouchers and they shall be approved for payment by the chief financial officer.
- (4) **All city departments, bureaus, agencies and offices shall complete the alternate payment process for procurement violations in the event that an invoice has been submitted for processing to the department of finance, accounts payable division and there is no corresponding purchase order issued by the procurement department and the chief procurement officer has not declared an emergency.**
- (5) All city departments, bureaus, agencies and offices shall properly prepare and submit all required payment authorization documents to the department of finance, accounts payable division not later than five business days after satisfactory receipt of supplies, services, construction and professional or consultant services.
- (6) Vouchers issued in payment of payrolls shall be supported by payrolls prepared by the respective departments certified to by the head of the department. The mayor and chief financial officer are hereby authorized to sign checks and bank transfers by the means of affixing a facsimile signature thereon with a machine.
- (7) Checks so drawn shall carry the number, date and amount as reflected by the register maintained therefore and shall be delivered to parties at interest. The chief financial officer shall then be authorized to pay any such check.

**Section 2:** All ordinances and parts of ordinances in conflict herewith are hereby waived to the extent of any such conflict.

---

# **ALTERNATIVE PAYMENT PROCESS FOR VIOLATIONS OF THE PROCUREMENT CODE**

---

Do you need to use this form? First read the section of the Procurement Code indicated and then answer the questions below.

---

## **PROCUREMENT CODE:**

Sec. 2-1212. Encumbrances required for contracts.

(a) *Application.* This section shall apply to all departments, bureaus, agencies and offices of the city. Notwithstanding any other provision of this chapter, no city official, employee or appointee shall incur any liability on behalf of the city under contracts of any kind, including but not limited to purchase orders, unless sufficient funds have been encumbered or otherwise made available for such liability.

(b) *Verification of funds availability and encumbrances for contracts.* The chief procurement officer and the chief financial officer shall encumber funds for department, bureau, agency or office contracts, at the appropriate fund, account and center level, with an established dollar amount which is within the approved line item budget for such department, bureau, agency or offices, unless funds are otherwise made available. Each department, bureau, agency and office head shall be responsible for maintaining appropriate internal expenditure and order controls to ensure that the authorized contract amounts and appropriations are not exceeded. No encumbrances shall be made if funds are not available for such purposes, unless the chief financial officer deems the expenditure critical and identifies supplemental appropriations.

(Ord. No. 2007-05 (06-O-0381), § 3, 1-22-07)

---

## **QUESTIONS:**

1. Did you receive goods/services and you need an emergency authorization to pay? (Y/N)

2. Do you have the associated purchase order? (Y/N)

If you answered "NO" to question number #2, please provide an explanation below. You must complete this form.

---

## **EXPLANATION:**

---

## **ROUTING PROCESS:**

*Upon completion, the requestor should route this form to their Bureau Director and Commissioner for approval. After approval by the Procurement Chief, the COO's signature will be required. The final approver will be the chairman of the Finance Executive Committee. The Finance Department will process the direct pay request upon receipt of this approval document (copy to Internal Audit).*

# ALTERNATIVE PAYMENT PROCESS FOR VIOLATIONS OF THE PROCUREMENT CODE

Requestor Name: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Department: \_\_\_\_\_

Position: \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Division: \_\_\_\_\_

Please tell us why this request is needed by checking the appropriate box below.

- Goods received without first creating the required purchase order
- Services received without first creating the required purchase order

Are funds available in the appropriate center? (Y/N)  
If the answer is "NO" this form must be attached to the Transfer Request (TR)

VENDOR NAME	INVOICE DATE	RECEIVED DATE	CONTRACT #	ITEM DESCRIPTION	FDOA	RTAEO	AMT
						TOTAL	

Requestor (printed): \_\_\_\_\_

Bureau Director (printed): \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Commissioner Approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Procurement Chief Approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COO Approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman Finance Exec. Approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_